OFFICE OF THE STATE TREASURER

STATEWIDE ACCOUNTING AND REPORTING SYSTEM
(STARS)

AUTOMATED DEPOSIT SYSTEM INPUT

AGENCY USER'S MANUAL

EFFECTIVE JULY 1, 2000

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE TREASURER

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 1
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION TABLE OF CONTENTS	Revision Number 00-001	

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 2
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION GENERAL	Revision Number 00-001	

Turnaround time for STARS deposit transactions submitted to the State Treasurer's Office (STO) can be significantly reduced by submitting them electronically. It should be noted that the requirements for electronic documentation are less than for paper documentation. The agency summary report, see Schedule 1, must have all MICR encoded deposit slips attached, but no standard green deposit form is required. The detailed information required on the standard green deposit form must be on a magnetic medium, but is not required to be printed on the agency summary report, only the deposit total. Any agency desiring to submit transactions electronically must submit a test file on magnetic tape or diskette to the STO for approval prior to going to production.

The documentation for automated system input should be delivered to the Banking Operations Division of the STO with the tape number indicated on the summary report if the tape is created at the OIR Broad River Complex. From this number, the STO will authorize OIR to run the tape. If the agency creates a diskette or a tape not created at the OIR Broad River Road Complex, it should be sent to Banking Operations with the documentation.

Upon receipt of the information in Banking Operations, it will be loaded to a hold file and checked against the agency summary report and accompanying documentation.

All electronic deposits on the agency summary report must be by batch number in deposit date order subtotaling on bank number, see Schedule 1 for details. The size of the batch can vary from one document to 50 documents per batch. All bank wires, direct deposits, and ACH deposits should be batched as single deposits with an indicator on the agency summary report to identify them. This can be hand written on the report or indicated by computer note. Bank wires, direct deposits, and ACH deposits are usually for large amounts and do not have a MICR encoded deposit slip. Also, by not including these deposits with other deposits, they will not be held on the hold file if an error should occur in the batch or until the STO can verify all the data for a large batch.

Our policy on errors is that we will not change amounts. If the details of a deposit don't add or the deposit total does not match the MICR encoded deposit slip, it will be deleted from the batch and returned to the agency. If the batch total does not equal the individual deposits in the batch, the whole batch will be deleted and returned to the agency. If errors are made in certain fields not related to money such as the validation date or bank number, the STO will make the correction.

Our requirements for automated system input deposits regarding STARS transaction codes, which can be included on the same form, is the same as our standard green deposit form. In addition, our policies relating to validation are the same for both: missing validated deposit slips or illegible deposit slips should be sent to the STO as a separate item for Banking Operations to follow up on with the bank and the STO will continue to accept hand validation.

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 3
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION MAGNETIC MEDIUM	Revision Number 00-001	

The State Treasurer's Office is equipped to receive electronic input on cartridge tapes. The internal dataset name must be 'TSA.DEPOSIT'. Any cartridge created at the consolidated data center need not be sent to STO, only the volume number. We cannot accept 32 track cartridges. Input may also be sent on MS-DOS compatible 5¼ or 3½ inch high or low density diskettes. Files should be in ASCII format and named 'DEPOSIT'. An external label must be affixed to the cartridge or diskette, which identifies it as Deposit input and indicates the affected agency, date and volume number if applicable.

Whatever medium is used, the data on the file should be sorted in ascending order by transaction ID (bytes 1-22).

The cartridge or diskette can be picked up from the State Treasurer's Office check distribution area, on the next working day after it is loaded to the pending audit file for processing into the deposit system.

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 4
SECTION AUTOMATED SYSTEM INPUT		Effective Date July 1, 2000
SUB-SECTION BANK ACCOUNT CODES		Revision Number 00-001

South Carolina State Treasurer's Office
General Deposit Bank Account Codes and Numbers

BANK NAME	Bank Account Code
Wachovia Bank	03100011
Bank of America	03100013
First Union	03100014
Palmetto Bank - Laurens	03100015
N B S C - General	03100016
Carolina First Bank - Greenville	03100017
Farmers & Merchants Bk - Holly Hill	03100018
First National Bank of Holly Hill	03100019
First Citizens Bank	03100020
BB&T	03100021
Arthur State Bank - Union	03100024
Bank of Clarendon - Manning	03100025
First National Bank Orangeburg	03100026
Bank of Travelers Rest	03100028
Blue Ridge Bank - Walhalla	03100029
Carolina Commercial Bk - Allendale	03100030
Enterprise Bank - Ehrhardt	03100032
Palmetto State Bank - Hampton	03100034
Williamsburg 1st Nat'l - Kingstree	03100035
The Bank of South Carolina	03100055
Anderson State Bank - Hemingway	03100076
The Exchange Bank - Kingstree	03100077
Anchor Bank	03100078
CENTURA	03100079
Carolina Bank	03100087

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE TREASURER

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 5
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION AGENCY BATCH SUMMARY REPORT	Revision Number 00-001	

SCHEDULE 1

AGENCY SUMMARY REPORT   MM/DD/YY

AGY #	AGENCY NAME	BATCH	BANK	SEQUENCE	DATE	AMOUNT	
102			03100011	002	03/31/00	10.00	
			03100011	005	03/31/00	10,000.51	
			03100011	006	03/31/00	37.42	
			03100011	007	04/03/00	976.54	
			03100011	008	04/03/00	1.22	
			03100011	009	04/03/00	19,888.55	
		total					30,914.24
			03100013	001	03/30/00	5.00	
			03100013	003	03/31/00	4.00	
			03100013	004	03/31/00	0.60	
		total					9.60
		102 TOTAL					30,923.84
103			03100011	001	03/29/00	10.00	
			03100011	002	03/30/00	900.50	
			03100011	003	03/31/00	35.00	
			03100011	004	04/03/00	76.54	
			03100011	005	04/04/00	1.04	
			03100011	006	04/05/00	5.55	
		total					1,028.63
		103 TOTAL					1,028.63
		TOTAL ALL BATCHES					31,952.47

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 6
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION BATCH RECORD FORMAT	Revision Number 00-001	

The BATCH RECORD LAYOUT is shown on the next page. The individual field definitions for the BATCH RECORD LAYOUT are listed in the BATCH RECORD INSTRUCTIONS sub-section. The "FIELD NAME" is descriptive of the field as it appears in the BATCH RECORD LAYOUT. The "TYPE/SIZE" reflects the required data format, whether alpha, numeric, or alpha-numeric, as well as the number of characters in the field and any special character format. The "FROM" and "TO" columns reflect the beginning and ending field positions as they also appear on the BATCH RECORD LAYOUT. The "DESCRIPTION" of the field defines the use and edit requirements for the field.

The circled numbers on the BATCH RECORD LAYOUT references the field number under the "NO." heading in the BATCH RECORD INSTRUCTIONS.
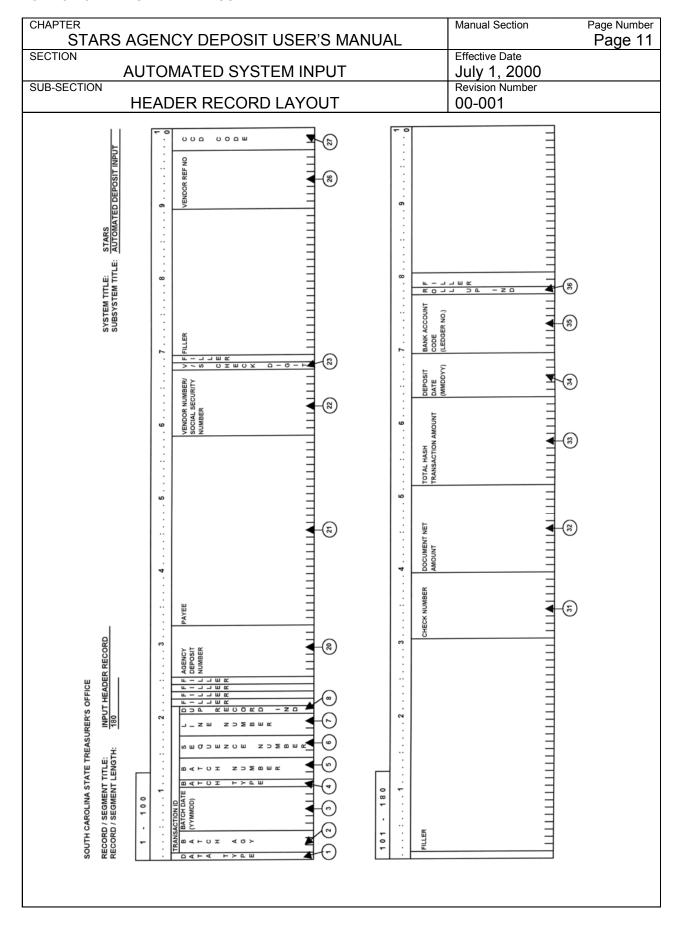
CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 7
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
BATCH RECORD LAYOUT	00-001	

SOUTH CAROLINA STATE TREASURER'S OFFICE

SYSTEM TITLE: STARS
SUBSYSTEM TITLE: AUTOMATED DEPOSIT INPUT

RECORD / SEGMENT TITLE: INPUT BATCH RECORD
RECORD / SEGMENT LENGTH: 180

1 - 100

TRANSACTION ID
BATCH DATE (YYMMDD)
AGENCY BATCH NUMBER
TOTAL BATCH HASH AMOUNT
TOTAL NET AMOUNT
FILLER

101 - 180

FILLER

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE TREASURER

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 8
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
BATCH RECORD INSTRUCTIONS	00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION

ID PORTION

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
1.	Data Type	A	1	1	Enter an "A".
2.	Batch Agency	A99	2	4	This is the Agency Number of the agency submitting the batch.
3.	Batch Date	9(6)	5	10	This is the date corresponding to the batching process performed by the agency. Format is YYMMDD. This may be the date the computer created the record.
4.	Batch Type	9	11	11	Always a "2".
5.	Batch Number	999	12	14	This is the three-digit batch number controlled by the agency which corresponds to the first three digits of every Transaction ID Number within this batch. The first batch number for each day will be "001". For each batch on the tape this will be incremented by 1 until the maximum of 999 is reached.
6.	Sequence Number	999	15	17	Enter zeros.
7.	Line Number	999	18	20	Enter zeros.
8.	Duplicate Record Ind	X	21	21	Enter an "A".
9.	Filler	X	22	22	Enter a space.
10.	Filler	X	23	23	Enter a space.
11.	Filler	X	24	24	Enter a space.
12.	Filler	X	25	25	Enter a space.

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 9
SECTION AUTOMATED SYSTEM INPUT		Effective Date July 1, 2000
SUB-SECTION BATCH RECORD INSTRUCTIONS (continued)		Revision Number 00-001

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
	DATA PORTION				
13.	Agency Batch Number	X(7)	26	32	This is any agency assigned, agency controlled batch number corresponding to that agency's batch numbering system.
14.	Total Batch Hash Amount	9(11)V99	33	45	This is a hash total of all transaction amounts in this batch.
15.	Total Net Amount	9(11)V99	46	58	This is a net total of all dollar figures in a batch.
16.	Filler	X(122)	59	180	Enter spaces.

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 10
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
HEADER RECORD FORMAT	00-001	

The HEADER RECORD LAYOUT is shown on the next page. The individual field definitions for the HEADER RECORD LAYOUT are listed in the HEADER RECORD INSTRUCTIONS sub-section. The "FIELD NAME" is descriptive of the field as it appears in the HEADER RECORD LAYOUT. The "TYPE/SIZE" reflects the required data format, whether alpha, numeric, or alpha-numeric, as well as the number of characters in the field and any special character format. The "FROM" and "TO" columns reflect the beginning and ending field positions as they also appear on the HEADER RECORD LAYOUT. The "DESCRIPTION" of the field defines the use and edit requirements for the field.

The circled numbers on the HEADER RECORD LAYOUT references the field number under the "NO." heading in the HEADER RECORD INSTRUCTIONS.

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 11
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION HEADER RECORD LAYOUT	Revision Number 00-001	

SOUTH CAROLINA STATE TREASURER'S OFFICE

RECORD / SEGMENT TITLE: INPUT HEADER RECORD
RECORD / SEGMENT LENGTH: 180

SYSTEM TITLE: STARS
SUBSYSTEM TITLE: AUTOMATED DEPOSIT INPUT

1 - 100

TRANSACTION ID
BATCH DATE (YYMMDD)
AGENCY DEPOSIT NUMBER
PAYEE
VENDOR NUMBER/ SOCIAL SECURITY NUMBER
FILLER
VENDOR REF NO

101 - 180

CHECK NUMBER
DOCUMENT NET AMOUNT
TOTAL HASH TRANSACTION AMOUNT
DEPOSIT DATE (MMDDYY)
BANK ACCOUNT CODE (LEDGER NO.)
FILLER

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE TREASURER

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION

ID PORTION

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
1.	Data Type	A	1	1	Enter an "A".
2	Batch Agency	A99	2	4	Must be the same as item 2 on Batch Record. This is the Agency number of the agency submitting the batch.
3.	Batch Date	9(6)	5	10	Must be the same as item 3 on Batch Record. This is the date corresponding to the batching process performed by the agency. Format is YYMMDD. This may be the date the computer created the record.
4.	Batch Type	9	11	11	Must be same as item 4 on Batch Record. Always a "2".
5.	Batch Number	999	12	14	Must be the same as item 5 on Batch Record. This is the three-digit batch number controlled by the agency which corresponds to the first three digits of every Transaction ID Number within this batch. The first batch number for each day will be "001". For each batch on the tape, this will be incremented by 1 until the maximum of 999 is reached.
6.	Sequence Number	999	15	17	Each document within a batch will be sequentially numbered starting with 001 and incremented by 1 until the end of the batch is reached. Maximum documents per batch is 050. No numbers will be skipped.
7.	Line Number	999	18	20	Enter zeros.
8.	Duplicate Record	X	21	21	Enter an "A".

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 13
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
HEADER RECORD INSTRUCTIONS (continued)	00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
	DATA PORTION				
9.	Filler	X	22	22	Enter a space.
10.	Filler	X	23	23	Enter a space.
11.	Filler	X	24	24	Enter a space.
12.	Filler	X	25	25	Enter a space.
20.	Agency Deposit Number	X(7)	26	32	Enter the agency assigned document number.
21.	Payee	X(26)	33	58	Enter the name of the person or vendor who is making the refund. Payee is required when using Transactions Codes 220, 230, 231, 240, 245. Space fill if Payee is not used.
22.	Vendor / Social Security Number	9(9)	59	67	Enter the vendor or social security number for the payee in Field 21. Use of this field is required if Field 21 is required. Zero fill if this field is not required.
23.	V/S	X	68	68	If the number in Field 22 is a vendor number, enter a "V". If the number is a social security number enter an "S". Space fill if Field 22 is not required.
24.	Filler	X	69	69	Enter a space.
25.	Filler	X(20)	70	89	Enter spaces.
26.	Vendor Reference	X(8)	90	97	Enter spaces.
27.	C-C-D Code	X(4)	98	101	Use of this field is optional for Transaction Codes 200, 215, 230, 231 and is not required for all other deposit transaction codes. Enter the four-digit code that represents the city, county, or district that is submitting revenue. Zero fill if no CCD code is used.
28.	Filler	X(29)	102	130	Enter spaces.

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 14
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION HEADER RECORD INSTRUCTIONS (continued)	Revision Number 00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION

DATA PORTION
(continued)

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
31.	Check Number	X(9)	131	139	Do not use. Zero fill.
32.	Document Net Amount	9(10)V99	140	151	Enter the net total of all transactions of this document.
33.	Total Hash Transaction Amount	9(10)V99	152	163	This is the hash total of all transactions on this document.
34.	Deposit Date	9(6)	164	169	Format MMDDYY. Enter validated date from commercial deposit.
35.	Bank Account Code	9(8)	170	177	Ledger Account Number.
36.	Roll Up Indicator	9	178	178	Roll Up Indicator will be "0" **Except** for pre-approved, batched "cash flow" deposits. The State Treasurer's Office has pre-approved certain agencies to submit batched "cash flow" deposits. Roll Up Indicator for pre-approved, batched "cash flow" deposits will be "1", **Except** for DHEC batched "cash flow" deposits, which will be "2".
37.	Filler	X(2)	179	180	Enter spaces

CHAPTER STARS AGENCY DEPOSIT USER'S MANUAL	Manual Section	Page Number Page 15
SECTION AUTOMATED SYSTEM INPUT	Effective Date July 1, 2000	
SUB-SECTION DETAIL RECORD FORMAT	Revision Number 00-001	

The DETAIL RECORD LAYOUT is shown on the next page. The individual field definitions for the DETAIL RECORD LAYOUT are listed in the DETAIL RECORD INSTRUCTIONS sub-section. The "FIELD NAME" is descriptive of the field as it appears in the DETAIL RECORD LAYOUT. The "TYPE/SIZE" reflects the required data format, whether alpha, numeric, or alpha-numeric, as well as the number of characters in the field and any special character format. The "FROM" and "TO" columns reflect the beginning and ending field positions as they also appear on the DETAIL RECORD LAYOUT. The "DESCRIPTION" of the field defines the use and edit requirements for the field.

The circled numbers on the DETAIL RECORD LAYOUT references the field number under the "NO." heading in the DETAIL RECORD INSTRUCTIONS.

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 16
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
DETAIL RECORD LAYOUT	00-001	

SOUTH CAROLINA STATE TREASURER'S OFFICE

SYSTEM TITLE: STARS
SUBSYSTEM TITLE: AUTOMATED DEPOSIT INPUT

RECORD / SEGMENT TITLE: INPUT DETAIL RECORD
RECORD / SEGMENT LENGTH: 180

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE TREASURER

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
ID PORTION					
1.	Data Type	A	1	1	Enter an "A".
2.	Batch Agency	A99	2	4	Must be the same as item 2 on Batch Record. This is the Agency number of the agency submitting the batch.
3.	Batch Date	9(6)	5	10	Must be the same as item 3 on Batch and Header Record. This is the date corresponding to the batching process performed by the agency. Format is YYMMDD. This may be the date the computer created the record.
4.	Batch Type	9	11	11	Must be same as item 4 on Batch and Header record. Always a "2".
5.	Batch Number	999	12	14	Must be the same as item 5 on Batch and Header Record. This is the three-digit batch number controlled by the agency which corresponds to the first three digits of every Transaction ID Number within this batch. The first batch number for each day will be "001". For each batch on the tape, this will be incremented by 1 until the maximum of 999 is reached.
6.	Sequence Number	999	15	17	Must be the same as item 6 on Header Record. Each document within a batch will be sequentially numbered starting with 001 and incremented by 1 until the end of the batch is reached. Maximum documents per batch is 050. No numbers will be skipped.
7.	Line Number	999	18	20	Each line or transaction within a document will be sequentially numbered starting with 001 and incremented by 1 until the end of the document is reached. Maximum lines per document is 55. No numbers will be skipped.
8.	Duplicate Record Ind	X	21	21	Enter an "A".

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 18
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
DETAIL RECORD INSTRUCTIONS (continued)	00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION

ID PORTION (continued)

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
9.	Filler	X	22	22	Enter a space.
10.	Filler	X	23	23	Enter a space.
11.	Filler	X	24	24	Enter a space
12.	Filler	X	25	25	Enter a space.

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 19
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
DETAIL RECORD INSTRUCTIONS (continued)	00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
	DATA PORTION				
50.	FM	99	26	27	Fiscal Month transaction is to be posted.
51.	Transaction Code	999	28	30	Enter the appropriate deposit transaction code.
52.	Agency Number	A99	31	33	Enter the Agency Number of the Agency.
53.	Mini-Code	9(4)	34	37	Enter the appropriate four-digit code which represents program and organization data.
54.	Subfund Code	9(4)	38	41	Enter the appropriate four-digit code which represents fund data.
55.	Filler	X(6)	42	47	Enter spaces.
56.	Encumbrance Number	X(7)	48	54	Provisions are made for encumbrance accounting. When implemented, enter the appropriate purchase order or contract number for which disbursement is being made. <u>This column must be used when repaying travel advances.</u> Enter the agency voucher number of the initial travel cash advance for the disbursement of the advance for the disbursement of the advance and on all vouchers making repayment of the travel advance.
57.	Filler	X(4)	55	58	Enter spaces.
59.	Project Code	9(4)	59	62	Required for Federal grants and contracts, and capital projects. Enter the appropriate four-digit number which identifies the project for which a deposit is being made.
60.	Project Phase	99	63	64	Enter the two-digit code which indicates the project phase for which a deposit is being made. This field must be coded if the PROJECT CODE field is entered.
61.	Agency Reference	X(7)	65	71	Enter the agency reference number for the particular line item.

CHAPTER				Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL					Page 20
SECTION				Effective Date	
AUTOMATED SYSTEM INPUT				July 1, 2000	
SUB-SECTION				Revision Number	
DETAIL RECORD INSTRUCTIONS (continued)				00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION

DATA PORTION
(continued)

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
62.	Object Code	9(4)	72	75	Enter the four-digit code as required to indicate the type of refund of expenditure or revenue.
63.	Detail Object Code	99	76	77	Enter the two-digit code as required to indicate the detail type of expenditure or revenue.
64.	Transaction Amount	9(10)V99	78	89	Enter the dollar and cents amount of the transaction. Maximum amount is 9,999,999,999.99. Do not enter punctuation and leave unsigned. If a travel transaction and payee is a vendor, the amount pertains to the person performing the travel the same as type, miles, or trips.
65.	Multi-Purpose	X(10)	90	99	Enter any alphanumeric data that relates to the transaction. Maximum length is 10 positions. Use of this field is optional.
66.	Social Security Number	9(9)	100	108	For travel refunds with vendor as payee (transcode 220, 240, 245) enter the social security number of the traveler who made trips on behalf of the State.
67.	SLN	X	109	109	For refund of travel, if a traveler is a State Employee, enter an "S". If the traveler is a legislator, enter an "L". If the traveler is a neither of the above enter an "N".
68. 69. 70.	Traveler's Name	X(18)	110	127	For travel refunds with vendor as payee enter the last name (surname), first initial, and middle initial of given name of traveler.

CHAPTER	Manual Section	Page Number
STARS AGENCY DEPOSIT USER'S MANUAL		Page 21
SECTION	Effective Date	
AUTOMATED SYSTEM INPUT	July 1, 2000	
SUB-SECTION	Revision Number	
DETAIL RECORD INSTRUCTIONS (continued)	00-001	

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION

DATA PORTION
(continued)

NO.	FIELD NAME	TYPE/SIZE	FROM	TO	DESCRIPTION
71.	Number of Miles/Number of Trips	9(4)	128	131	For travel refunds, enter the number of air trips taken or number of miles traveled. Maximum of four digits (9999) may be entered. If miles, the maximum rate times miles cannot be exceeded. If miles, the amount is a whole number-any fraction part of a number will be rounded to the nearest whole number. If number of trips, the amount is always in hundredths - always include two decimal points.
72.	Filler	X	132	132	Enter a space.
73.	Filler	XXX	133	135	Enter spaces.
74.	Filler	X	136	136	Enter space.
75.	Filler	X(44)	137	180	Enter spaces.

TO: Agency Finance Directors

FROM: Grady L. Patterson, Jr.
State Treasurer

DATE: August 10, 2000

SUBJECT: AUTOMATED DEPOSIT SYSTEM INPUT

I am pleased to inform you that my staff has completed the AUTOMATED DEPOSIT SYSTEM INPUT project. This system will allow State agencies to electronically submit STARS Treasurer's Deposits to my office by magnetic medium. If your agency is able to do so, I encourage you to adopt this method of recording revenue to STARS as soon as practical. I am committed to finding and recommending efficiencies and cost savings for State Government. This is a tremendous opportunity to save time and money.

Enclosed is an AGENCY USER'S MANUAL for AUTOMATED DEPOSIT SYSTEM INPUT, which describes the system and gives the necessary record layouts with instructions. Please contact Harry Traylor at (803) 734-2106 if you should have any questions, or if you desire to start submitting your deposits electronically.